

Civil Rights Compliance Review 230 File Guide

File	Description	Contents
EOP 230-1	Records and Responsibilities	<ul style="list-style-type: none"> State and Field Office Strategic or Business Plan State and Field Office Outreach Plan
EOP 230-2	Program Delivery Training	Civil Rights Program Training
EOP 230-3	Public Notification	<ul style="list-style-type: none"> Tools and publications used to inform potential and non-traditional program beneficiaries about NRCS programs and activities (electronic media, newsletters, e-mails, etc.) Public meeting materials in alternative communication forms (Braille, large prints, audio, etc.) Inclusion of State POC and a respond by date for reasonable accommodation requests or materials in alternative formats on public meeting notices <p><i>*All public notifications must contain the non-discrimination statement</i></p>
EOP 230-4	Program Outreach	<ul style="list-style-type: none"> Methods used by NRCS with grassroots organizations in reaching non-traditional and underserved customers within the State Examples of outreach activities for minorities, women, and persons with disabilities Materials used to assist producers with disabilities or Limited English Proficiency (LEP) CRAC business plan that includes program outreach items
EOP 230-5	Evaluation of Program Delivery	<ul style="list-style-type: none"> Program Participation reports from PROTRACTS, SCIMs, and ToolKit for the last three(3) fiscal years with RSNOD status State schedule of conducting Compliance Reviews in Field Offices Copy of the State or Field Office's last Civil Rights Compliance Review Report
EOP 230-6	Partnership Responsibility	<ul style="list-style-type: none"> MOUs established with Conservation Districts and American Indian Tribes Current list of STC members by RSNOD (State Office) Current list of SWCD Board members by RSNOD (Field Office) Documentation/Correspondence determining that the following are discussed with District Board members <ol style="list-style-type: none"> Anti-Harassment Policy Civil Rights Policy Statements Civil Rights training for Board

		members d) 'And Justice For All' poster
EOP 230-7	Access to all NRCS Facilities by Persons with Disabilities	<ul style="list-style-type: none"> Data on office staff who have received 508 Compliance Training and the status of required 508 compliance tasks Form AD 2056 (accessibility evaluation)
EOP 230-8	Workforce Analysis	<ul style="list-style-type: none"> State and Field Office employee list for last three (3) fiscal years by RSNOD status
EOP 230-9	Recruitment	<ul style="list-style-type: none"> Reports for last three (3) fiscal years for all recruitment sources State Recruitment Plan
EOP 230-10	EO Employee Awareness and EEO Training	<ul style="list-style-type: none"> State and Field Office employee career training for the last three (3) fiscal years State and Field Office EEO plan Copy of required policy statements and posters Documentation of State and Field Office employee staff meetings where CR/EEO was discussed
EOP 230-11	Civil Rights Advisory Committee/Special Emphasis Programs	<ul style="list-style-type: none"> CRAC Business Plan SEPM and CRAC member listing CRAC and SEPM training for respective roles CRAC and SEPM stand-alone, collateral duty, CR performance element CRAC and SEPM activities and events for last three (3) fiscal years
EOP 230-12	Reserved	
EOP 230-13	Federal Women's Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-14	Hispanic Employment Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-16	Disability/Veteran Employment Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-17	Black Emphasis Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-18	American Indian/Alaskan Native Employment Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-19	Asian American Pacific Islander Employment Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence
EOP 230-20	Gay, Lesbian, Bi-sexual, and Transgender Employment Program	<ul style="list-style-type: none"> National and State Bulletins National/State/Field Office Correspondence